

## State of New Hampshire **WATER WELL BOARD**



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## 2020-2021 WATER WELL AND PUMP INSTALLER LICENSES CAN NOW BE RENEWED ONLINE!

To renew online or obtain the mail-in form, please go to:

https://onlineforms.nh.gov/app/#/formversion/149f65b2-5b0f-468b-8aea-df9ca6d88436

You will be directed to *Register an Account*. This creates an account for you so that your contact information is retained and renewal in future years will be quick and easy. Each licensee must register, renew and pay separately. You cannot renew multiple people under one registration – each licensee completes the form and pays separately.

Please complete the form by filling out all contact information, submitting relevant company information and selecting which license type you want to renew. Then, you have the option to pay online (with credit card or e-check) or print an invoice and send in a check. Once all information and payment is received, your renewal will be processed. Expect to see new license cards and truck stickers in the mail in late July. **Additional instructions are below**.

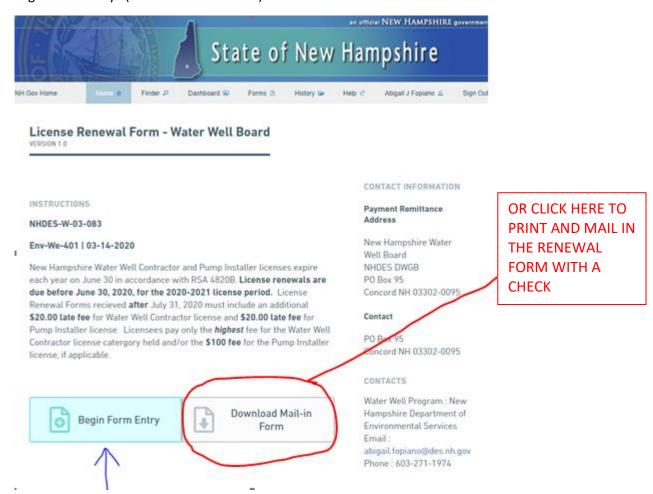
\*\*Pump Installers: If you have not yet obtained 2 hours of continuing education for the 2019-2020 year, please see online education options at:

https://www.des.nh.gov/organization/divisions/water/dwgb/wwb/events.htm

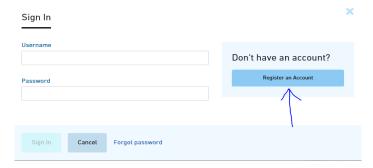
## INSTRUCTIONS FOR ONLINE WATER WELL AND PUMP INSTALLER LICENSE RENEWAL

1. **Go to:** https://onlineforms.nh.gov/app/#/formversion/149f65b2-5b0f-468b-8aea-df9ca6d88436

2. Select "Begin Form Entry" (see screenshot below)



3. Select "Register an Account" (see screenshot below)

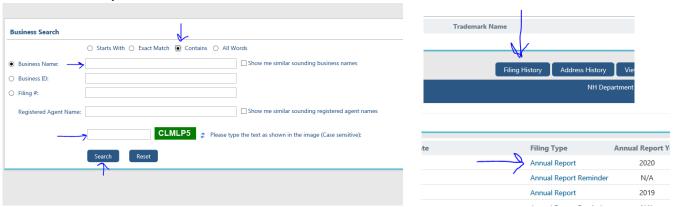


- 4. Create the User Profile. The information input here will carry over to your renewal form.
- 5. You will be sent an email upon registering. You may have to click the link in the email to confirm it is correct.

- 6. **Go back to**:
  - https://onlineforms.nh.gov/app/#/formversion/149f65b2-5b0f-468b-8aea-df9ca6d88436
- 7. **Select** "Begin Form Entry"
- 8. Login with your username (email) and password
- 9. **Fill in the form** with all remaining contact information. Be sure to input your correct Individual License number (the one with the W) and the Business License number.
- 10. **If you are the Qualified Individual** for the business and are an LLC or corporation, provide proof of up-to-date registration with the Secretary of State. You are able to upload a .pdf document.

## TO GET YOUR SECRETARY OF STATE DATA ONLINE:

- a. To get a .pdf, go to: https://quickstart.sos.nh.gov/online/businessinquire
- b. Search for your business



- c. In the query results, **select** your business name where the type of business is noted (ex. LLC or Domestic Profit Corporation).
- d. **Select** "Filing History" at the bottom of the page.
- e. Select the Annual Report for the recent year.
- f. This will open a .pdf that can be saved to your computer. Then it can be uploaded to the Renewal Form.
- 11. **Fill-in the form** with information about renewing your Water Well Contractor License if applicable. Select all specialty licenses that you are licensed for and want to renew. If you do not have a Water Well Contractor license, select "No."
- 12. **Fill-in the form** with information about renewing your Pump Installer License if applicable. If you do not have a Pump Installer license, select "No."
- 13. If renewing a Pump Installer License **fill in the table** with information pertaining to the continuing education. Attach a document as necessary.
- 14. Review all the data you input and fees associated with the license renewal.
- 15. Accept and Submit. You will receive an email noting that the form was submitted.
- 16. Choose whether you want to **pay online or send in a check**. If sending in a check, a paper invoice will open that must be printed and sent in with your check.
- 17. All done!